



## **EMPLOYMENT OPPORTUNITY ANNOUNCEMENT**

**JOB TITLE:** ADMINISTRATIVE OFFICER

**SALARY RANGE:** \$79,657 - \$106,748 + Generous Benefits Package

**FILING DEADLINE:** September 10, 2010 at 5:00p.m.

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### **DEFINITION:**

Under executive direction the incumbent will plan, organize and administer all financial activities related to the budgetary processes including accounting, fiscal reporting, revenue disbursement and grant administration. The incumbent will also analyze accounting methods and provide technical guidance in the development, implementation and improvement of the court's automated (accounting) system, administrative and operational processes, to include compilation of court data for various statistical reporting purposes.

### **ESSENTIAL DUTIES:**

- Acts as the Court's primary budget officer with primary responsibility for budget development in accordance with applicable laws, administrative requirements, professional accounting and reporting practices;
- Monitors the Court's fiscal condition in order to plan and project effective support of Court operations;
- Prepares quarterly, mid-year, annual year-end budget projections or estimates and take necessary action for any budget variances;
- Responsible for conducting periodic audits of the Court's fiscal status and acts as the Court's liaison with internal and external auditors;
- Controls Court expenditures for compliance with State and local government purchasing and disbursement standards;
- Performs cost benefit analyses of Court programs, staffing and other Court operations;
- Provides oversight for purchasing and invoicing;
- Responsible for the technical aspects of collection and accurate distribution of court fines, fees, trust accounting and forfeitures;
- Manage fiscal staff overseeing cash processing, fund receipting, warrant processing, check issuance and payroll;
- Direct the processing of ACH transactions, wire transfers and other financial transactions;
- Drafts, negotiates and monitors contracts and/or grant applications;

- In conjunction with the Court Executive and Assistant Court Executive, prepares and implements fiscal policies and procedures consistent with State guidelines;
- Updates local bail schedule in accordance with legislated mandates; monitors and tests accuracy of updated changes in fund distribution tables/accounts;
- Prepares narrative and recurring statistical reports;
- Assists in the collaboration and preparation of procedural manuals, both administrative and operational relevant to all court functional areas;
- Coordinates with information system technician/s to conduct analysis and research on the appropriateness of system hardware configurations, including computer, printer, monitor, telecommunications equipment and network equipment;
- Suggests recommendations to the Court Executive and Assistant Court Executive concerning office automation equipment;
- Performs related tasks as required.

## **EMPLOYMENT STANDARDS**

### **Education/Experience:**

Graduation from an accredited college or university with a Bachelor's Degree in accounting, auditing, economics, business, public administration or related field required. Master's preferred. In addition, a minimum of three years directly related experience working in a Court of law or government setting is desirable with primary responsibility in the area of fiscal operations.

### **Knowledge, Skills and Abilities:**

Accounting principles, government budgeting and financial operations; Laws, rules and regulations impacting court and financial operations; Working knowledge of auditing standards and procedures; Basic cost accounting practices and procedures; Principles of management and supervision; Basic court terminology, functions and services; Training and performance management; Apply legal and administrative concepts to fiscal functions; Conduct difficult and complex analysis of fiscal reports, systems and statistics; Operate personal computer and related software; Plan, coordinate and initiate actions needed to implement recommendations, new methods, policies and procedures; Communicate effectively, both verbally and in writing.

## **APPLICATION PROCESS:**

The Colusa County Superior Court application and Employment Opportunity Announcement may be obtained from the Colusa County Superior Court, located at 532 Oak Street, Colusa, California, 95932 or you may download application materials from the Court's website at: [www.colusa.courts.ca.gov](http://www.colusa.courts.ca.gov).

The deadline for receipt of all application materials is **FRIDAY, SEPTEMBER 10, 2010 AT 5:00P.M.** All application materials must be filed with the court on or before that date. Faxed or emailed applications will not be accepted. Applicants are responsible for the timely receipt of application materials. Candidates are required to submit a completed application which clearly demonstrates their qualifications for this position. Resumes may not be substituted for any part of the official application.

Completed application materials shall be mailed to or dropped off at Colusa County Superior Court, 532 Oak Street, Colusa, Ca., 95932.

The application will be used to select the best qualified applicants to participate in the selection process. A qualifications appraisal interview will be used to assess the candidate's knowledge, skills, abilities and training experience. The Court Executive Officer will make the final selection and appointment.

**BENEFITS:**

Salary ranges have 7 steps with 5% between steps and salary increases will be granted to regular employees on the basis of individual performance, generally progressing to the next higher step upon completion of one year of employment in which the employee has demonstrated at least satisfactory performance and on the recommendation of the Court Executive Officer. Candidates granted advanced step appointments are required to perform twelve months of satisfactory service before consideration for the next salary step increase.

The information listed below is a general summary of benefits. The Court has a variety of benefits available including the opportunity for occasional telecommuting.

**Vacation:** 75 hours upon completion of probation initially; 15 days after 1 year; 18 days from 11-15 years, 21 days from 16-19 years; 24 days after 20 years, with 240 hours accrual limitation. Some management positions are granted 10 additional days of management leave at the beginning of each fiscal year and are prorated the first year of appointment.

**Holidays:** 13 holidays per year.

**Sick leave:** 12 days accrual annually with unlimited accumulation.

**Retirement:** PERS Retirement Plan and Court paid Social Security.

**Floating Holidays:** 3 days accrued at the beginning of each fiscal year, prorated the first year of appointment.

**Other Benefits:** Medical, Dental and Vision insurance are available for the employee with portions of such benefits paid by the employee. Dependent coverage is also available and the cost of that coverage is paid by the employee. Life Insurance, an Employee Assistance Program and Deferred Compensation Plans are available.

**NOTE:**

The above information is general in nature and does not constitute an express or implied contract. Colusa County Superior Court does not reimburse applicants for any travel or related expenses incurred in connection with applying for employment.